OLUSEGUN AGAGU UNIVERSITY OF SCIENCE AND TECHNOLOGY (OAUSTECH), OKITIPUPA, ONDO STATE, NIGERIA.
http://www.oaustech.edu.ng;
Email: info@oaustech.edu.ng

INTERNAL AND EXTERNAL ADVERTISEMENT FOR THE POSITION OF DEPUTY REGISTRAR

Applications are hereby invited from suitably qualified candidates for immediate employment into the vacant position of Deputy Registrar at Olusegun Agagu University of Science and Technology, Okitipupa, Ondo State, Nigeria.

DEPARTMENT: REGISTRY

JOB TITLE: Deputy Registrar (CONTISS 14)

QUALIFICATIONS & EXPERIENCE
Candidate must possess a good degree with at least Second Class (Lower Division) plus a Master's degree in a relevant discipline from a recognized university, with a minimum of twelve (12) years cognate experience in a University system or relevant tertiary institution of higher learning, three (3) of which must have been at the Semi Management Position (Principal Assistant Registrar). The candidate must be a member of at least a relevant professional body e.g. NIM, NIPM, CIPM, ANUPA, or any other relevant professional body.

Specifically, the candidate for the above-advertised position is expected to be a person:

- With good leadership qualities, who can inspire and motivate staff;
- That appreciates and promotes merit;
- Who is focused, innovative, with good communication skills;
- With excellent physical and mental health; and
- must be computer literate.

Computer literacy is mandatory for the position.

METHOD OF APPLICATION

Each candidate is required to submit fifteen (15) copies each of the application letter, Curriculum Vitae (CV), well-collated photocopies of credentials, and three (3) reference letters from very important personalities in society in support of the applications are to be forwarded directly to the Registrar, Olusegun Agagu University of Science and Technology Okitipupa, Ondo State. The Curriculum Vitae should include among others, the following:

(i) Full Name

(ii) Title
(iii) Sex
(iv) Date of Birth
(v) Place of Birth
(vi) State and Local Government of Origin
(vii) Nationality
(viii) Permanent Home Address
(ix) Current Postal Address
(x) E-mail/GSM
(xi) Marital Status.
(xii) Number of Children (with their ages)
(xiii) Next of kin
(xiv) Next of kin Address, E-mail and Telephone number
(xv) Educational Institutions Attended with dates.
(xvi) Academic Qualifications Obtained with dates
(xvii) Professional Qualifications Obtained with dates
(xviii) Work Experience.
(xix) Present Employment, Status, Salary and Employer
(xx) Service to the Community
(xxi) Extra-Curricular Activities
(xxii) Major Conferences and Workshops Attended
(xxiii) Names and address of three (3) Referees
(xxiv) Signature & Date.

CLOSING DATE
All applications should reach the Registrar not later than four (4) weeks from the date of the publication of this advertisement.

Signed

Abiodun P. Okunniga, FITD, MNIM
Registrar and Secretary to Council